

Judicial Administration Committee
Judicial Conference of Indiana

Minutes
February 8, 2008

The Judicial Administration Committee of the Judicial Conference of Indiana met at the Indiana Judicial Center on Friday, February 8, 2008 from 10:00 a.m. – 2:00 p.m.

1. Members present. Roland W. Chamblee, James R. Heuer, Gregory A. Horn, Stanley A. Levine, Bruce S. Markel, P. Thomas Snow and Thomas P. Stefaniak, Chair.
2. Staff present. Jeffrey Bercovitz; James Diller, Court Analyst, Kristin Donnelly-Miller, Angela James and James Walker, all with the Division of State Court Administration, provided the committee with staff assistance.
3. Guests present. Jim Wolf, Executive Director, Survey Research Center, IUPUI; Leslie Tobin, Survey Research Center; and Larry Grau, The Grau Group, Inc.; and Magistrate Kathleen M. Belzeski, Lake Superior Court was also present.
4. Minutes approved. The minutes for the committee on January 11, 2008 were approved.
5. Weighted caseload measures.

Jim Wolf and Larry Grau reviewed the data tabulated by the Survey Research Center.

 - a. Larry Grau distributed a chart entitled “Weighted Caseload 2007-8 – File Review Progress (Jan. 11, 2008).” He noted about 4,000 Chronological Case Summaries (CCSs) would be reviewed in the case file audit portion of the study. He reported Allen, Lake, and Marion, counties are not included in the materials distributed, since they are not on Doxpop, but will be included soon. He noted one column of cases are from drug courts.
 - b. Jim Wolf, Survey Research Center (SRC), distributed a handout with preliminary findings from timesheets and from the chronological case summaries found on Doxpop for the case file audits. There were about 26,000 timesheet entries compiled by the SRC and 14,500 in the previous study. Jim Wolf reported there were time sheets that were difficult to enter because the court did not complete them properly. These timesheets came from various counties and leaving them out would not adversely affect the study. Committee members agreed by consensus the Survey Research Center did not have to attempt to enter the few remaining timesheets. Jim Wolf indicated the chart distributed includes drug courts which will be separated out for the next meeting. He said cases were reviewed in a county were in proportion to the number of cases filed in a particular case type per year.
 - c. Jim Wolf distributed information on the number of reported jury trial days indicated on the time sheets returned by judicial officers from the time study. James Diller distributed information he gathered about the number of jury trial days. Committee members reviewed this information and agreed Jim Wolf and James Diller should review their figures and resolve any differences.
6. Access to Chronological Case Summaries.
 - a. Jeffrey Bercovitz, Jim Wolf and Larry Grau discussed access to CCS’s in criminal and civil cases in counties not on Doxpop, which include Lake, Marion, Allen, Porter and Clark counties; access to juvenile CCS’s in Quest and other counties; and Drug courts. Kristin Donnelly-Miller agreed to assist in getting CCS’s in Drug Court counties

explaining they should be tracking these cases separately for grant purposes. Jim Miller agreed to assist in getting juvenile cases.

b. Jeffrey Bercovitz reported all but a few counties signed the access agreement for juvenile records. Larry Grau explained the Survey Research Center needs a list of the juvenile cases filed for 2003, 2004, 2005 and 2006 for CHINS and Termination case. The Survey Research Center would then pick a representative and random sample number of cases for the CCSs to be drawn by year. The county would either make a paper copy or provide computer access to the CCS for the file audit.

7. Next meeting. Committee members agreed to hold meetings on the following dates: Friday, March 14, 2008, May 9, 2008, June 13, 2008, July 11, 2008, August 8, 2008 all from 10:00 a.m. - 4:00 p.m. at the Indiana Judicial Center.

Respectfully submitted,

Jeffrey Bercovitz, Director
Juvenile and Family Law